

WTF Change Request Instructions

(Contact your field representative prior to submitting a change request)

(A) If there is a compelling reason why you feel a change in the training grant is warranted you must request a **Change Request Form** from your field representative. You must return the **Change Request Form** to your WTF Field Representative for approval **before** implementing any change. Changes made without prior approval are unilateral changes and will not be reimbursed under your contract.

(B) You must also submit a signed "Revised Budget".

NOTE: Almost all types of changes will affect one or more areas of the budget and must be clearly explained in detail.

Your calculations must be clear and accurate.

(C) Please revisit your Key Goals, Objectives and Measures of Success. These will need to be revised to reflect the changes you are requesting.

If a requested change results in an increase in the costs above the approved grant amount, the company will have to absorb the additional costs through their match. Approved grant funds cannot be increased.

The request will be reviewed for completeness and accuracy. If the request is not complete or contains inaccurate information, you will be contacted for additional information.

There is no guarantee that a request for change will be granted. The WTF Operations Manager has the final say in approving or denying any change requests. No request for change(s) can be approved on-site during a company visit by the WTF program coordinator.

Note: This is critical - if responsibility for coordinating the grant/tracking paperwork is transferred to another individual during the course of the grant you must notify your field representative immediately. The field representative will contact the new person and arrange to meet to discuss the procedures for payment and grant/match documentation.

Supervisor of Operations

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| Michael Corcoran | mcorcoran@detma.org | (617) 626-6426 |
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HITG and Express Director

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| Jason Albert | jalbert@detma.org | (617) 626-5190 |
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Field Representatives

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| Michael Angotti | mangotti@detma.org | (617) 626-6801 |
| Julie Moran | jmoran@detma.org | (617) 626-5319 |
| Greg Tuvek | gtuvek@detma.org | (617) 626-5354 |

Grants Coordinator (for payment related questions only)

For information relating to Express or HITG contract and/or payment request please contact Michael Corcoran (see above).

Contracts Department

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| Cynthia Ray | crayy@detma.org | (617) 626-5916 |
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